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Chief of Station, 25X1A6a

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Chief, Far East Division

Assignment of Senior Administrative Personnel

25X1A6c 2786, 26 April 1962

1. The recommendations in reference have been considered at length by appropriate members of FE, the SA Career Service, and the Office of the Comptroller. Our views closely parallel those the Station has expressed and are in accord on almost all major points.

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2. We are in full agreement with the opinion that there are two definite and distinct support positions in [redacted] -- one of a general administrative nature and the other a finance position. We agree also that two well-qualified officers can handle the administrative load at the Station and that Mr. [redacted] need not be replaced when he departs in October 1962. It may be necessary to have a contract wife available part-time, or possibly full-time, to assist with some of the bookkeeping tasks in finance; but we share your view that it is unnecessary to assign a second finance officer.

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3. With respect to "exchanging" officer slots in your future [redacted] pattern so that the officer position now occupied by Mr. [redacted] can be retained instead of the slot occupied by Mr. [redacted], we have an alternate suggestion to make. Since we have already agreed formally with [redacted] to give up the [redacted] slot in October 1963, and since both Mr. [redacted] and Mr. [redacted] are expected to rotate from [redacted] at the end of their present tours, we doubt that it would really make any difference in terms of what you apparently have in mind if we let matters remain as they are at least for the present. When [redacted]'s replacement is identified and we are ready to process him next spring, we can at [redacted] decision of whether he should occupy an officer slot. In other words, we think we stand a much better chance to get approval for whatever choice we believe at that time best suits our purposes if we tie the choice to a specific personnel action.

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4. Reference makes the point that [redacted] should have a "career admin officer" as one of its two senior support persons. We are not altogether sure what the thought behind that comment is, so perhaps some elaboration of our own views would be useful. It has been our conviction ever since it became apparent that [redacted] would be reduced to two support personnel that we will be obliged to supply you with individuals who are broadly qualified, each of whom can handle

17 July 1962

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support matters across the board, so that they can interchange with each other, and all aspects of the Station's support work can be covered during the absence of either individual. There is no magic in the career designation of such an officer or in his primary career field. As a practical matter, it is probably most realistic to look to the Comptroller to provide such an individual rather than to expect to find him elsewhere. Quite a number of members of the Comptroller Career Service are serving and have served as support officers at small and middle-sized stations and indeed at a few rather large stations. On the other hand, extremely few SA Career Designees have had extensive financial experience, especially monetary. However, we are certainly not limited by titles or career designations in choosing replacements and will select the best available candidates from whatever source they might come.

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5. It is our thought that the two support officers to be assigned to [redacted] on the rotation of [redacted] and [redacted] should be a GS-13 to function as your chief of support (including the supervision of the finance unit) and a GS-11/12 finance officer. The latter should be competent to act as support chief, and the former competent to handle finance and monetary matters. This is the pattern [redacted] has followed successfully for some years and such a team, we believe, would also be the ideal arrangement for your station. The Comptroller has assured us that, given the lead time available, he can nominate well-qualified candidates. But if for any reason a more suitable candidate is available outside his service for either of these positions, he will of course be considered. One additional point you should know is that the Comptroller feels that a GS-13 (or very senior 12) is about the lowest graded individual who ought to be given the primary responsibility for monetary matters in [redacted]. This view is accommodated most reasonably by having the senior officer of the two, a GS-13, qualified as a monetary officer, serve as support chief and supervise the junior member of the team who would concentrate on the less responsible support tasks, especially the routine finance matters. Such an arrangement -- i.e., having the chief of support supervise the finance officer -- we think much more preferable to your present arrangement in which the finance officer reports independently to the chief of station.

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6. The real test of all the views stated above will come, of course, next spring we seek to identify the two candidates to replace [redacted] and [redacted]. You can rest assured that we will do our utmost between now and then to make certain they will be the best qualified individuals obtainable and will represent a properly balanced team. Since [redacted] will be departing in June and [redacted] in October, we will want to work out with you the best arrival times for both replacements so as to avoid the lack of continuity that might occur if their arrivals aren't properly staggered.

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